

Division of Materials Sciences and Engineering
Office of Basic Energy Sciences
US Department of Energy



EPSCoR Program

FINAL REPORTING. All DOE EPSCoR Grants (*Implementation Grants* and *EPSCoR-State/National Laboratory Partnership Grants*) required to submit a Final Report no later than 90 days after the expiration period of the award. (e.g., if your grant was funded for three years from August 15, 2006 to August 14, 2009, your Final Report is due to the EPSCoR Program Office on November 14, 2009). If your award was granted a no-cost extension, the Final Report will be due 90 days after the extension period ends.

As identified on the Federal Assistance Reporting Checklist, [DOE F4600.2 \(DOE forms\)](#) that was provided with your award, a Final Report must be submitted electronically via the DOE Energy Link System (E-Link) with the appropriate DOE Form 241.3. E-Link will allow you to complete the form on line and which can be accessed at <http://www.osti.gov/elink-2413>. This form will allow you to upload the additional information required in the DOE EPSCoR Program Office described below. The Final Report will include progress reporting data from the full three year grant period and the third-year Progress Report. Please send a copy of the Final Report to the EPSCoR Program Office (i.e. EPSCoR Program Manager and copied to the EPSCoR Program Administrator).

The EPSCoR Program Office will review the Final Report for technical merit, requirements and acceptance. If the Final Report is satisfactory and does not contain Unclassified Controlled Nuclear Information (UCNI), U.S. export controlled information, or classified information, the EPSCoR Program Office will approve and grant technical clearance of your Final Report, and request execution of close-out of your award to DOE Chicago Operations Office. When a Final Report is not satisfactory or contains UCNI, the DOE EPSCoR Program Office may not accept the report or request resubmission of the report, and the grant will not be closed-out. This may prevent eligibility for future Notices.

Suggested Format and Top-Ten Required Contents of Final Reports:

1. DOE award # and name of the recipient (Institution).
2. Project Title and name of the PI.
3. Date of the award period covered by the report with approved budget amount for each year.
4. Participating National Laboratory(s) if applicable.
5. A brief description (abstract) of project goal and objective.
6. A detailed description (no more than 15 pages) of accomplishments during the reporting period. This should describe accomplishments over the three-year period and must include the Progress Report data from the third year of reporting. This section may be presented in text, bullet, tables and figure form. Please use the form that you feel is will best represent your accomplishments and results and demonstrate that achievement of project goal. Figures in the report are encouraged. References may be outside the 15 page limit.
7. A list of papers or patents (already published, in press, submitted) in which DOE support is acknowledged.
8. A total list of people who worked on the project –number of graduate and undergraduate students, postdocs, visitors, technicians, etc, during the total funding period. Please indicate for each person whether they received full or partial support under this award. In case of partial support indicate percentage of support.

9. An updated list of other support (current and pending, federal and non-federal.) For each, indicate the overlap, if any, and/or distinctiveness with the DOE-supported project. This could be brief – one or two sentences.
10. Cost status: Show approved budget for the full budget period and actual costs incurred. For cost-sharing, breakout by DOE share, recipient share and total costs. Financials Statements should be reported to DOE Chicago Operations as requested.

Please send all Progress Reports to the EPSCoR Program Manager (e.g. Kristin Bennett) and the Program Assistant (e.g., Marsophia Agnant). See Contact page for addresses.

May 2007